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6160-3634

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10 APR 1962

MEMORANDUM FOR: Comptroller

SUBJECT : Fiscal Division Procedures for Scheduling Audited Vouchers for Payment

REFERENCE : Memorandum for Chief, TAS from a Member of TAS dated 10 April 1962, Subject: Same as above

1. This memorandum summarizes the findings and recommendations of a study made on the above subject as stated in reference, a copy of which is attached.

2. About 10 percent of the schedules for miscellaneous vouchers and 100 percent of the schedules for travel vouchers for about one month were analyzed. The number of vouchers processed for a six month period was also analyzed in relation to effective scheduling. The current work load was compared to the volume processed in prior years. Methods considered which might improve scheduling procedures are as follows:

- a. Decentralize the scheduling function to each Branch and provide typing assistance to each Branch.
- b. Certify individual vouchers for payment in lieu of using schedules.
- c. Consolidate the Fiscal Processing Branch, Claims Branch and Travel Branch into one Branch which would not only facilitate the scheduling of vouchers for payment but would also strengthen the Fiscal Division in other respects.

3. The study concludes that the Fiscal Division's record for scheduling audited vouchers is generally good. Only a small percentage of vouchers required more than two work days for scheduling. Any gains which might be accomplished by alternate procedures considered would

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be limited to a matter of only a few hours for some vouchers. Excellent cooperation and good relationships between personnel of the three Branches concerned were observed. Nevertheless, the recommendation is made for action at some appropriate future date that the three Branches be consolidated into one Branch for reasons explained in paragraph 3c of the reference.

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Chief, Technical Accounting Staff

CONCUR: (Subject to note below)

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Acting Chief, Fiscal Division

16 April 1962  
Date

NOTE: At this time, the primary recommendation of the Acting Chief, Fiscal Division is that:

- a. The payroll functions of the present Fiscal and Finance Divisions be merged into a new Payroll Division.
- b. The functions of the Fiscal Processing, Claims, Travel, Accounting and Disbursing Branches of the Fiscal Division be consolidated with their counterparts of the Finance Division.

If the primary recommendation, or some form thereof, is not approved, then the Acting Chief, Fiscal Division concurs in the recommendation of Paragraph 3 above. This contingent concurrence is based on the fact that the attached study was requested and completed prior to the appointment of the present Acting Chief.

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